

CONNECTICUT DEPARTMENT OF ENVIRONMENTAL PROTECTION

PAY-AS-YOU-THROW IMPLEMENTATION HANDBOOK

PART 1 - HOW TO USE THIS HANDBOOK

Introduction

The Connecticut Department of Environmental Protection (DEP) has put together this pay-as-you-throw (PAYT) handbook to assist municipal officials interested in implementing a pay-as-you-throw program. It includes the following:

- A planning guide for running PAYT planning, design and implementation Task Force meetings
- A series of worksheets that can be applied to help in the planning and implementation of each individual program, including worksheets that help to set goals, define barriers to implementation, choose the program that is right for your municipality and help set the right rate, among others
- A collection of supplemental materials that can be used to support Task Force meetings and other aspects of planning and design, including sample public education materials that can be adapted for use, information on how to develop an RFP for bags and possible bag and tag vendors, and other planning and design support information
- A disk containing a presentation on PAYT that can be individually customized by each municipality and used as a means of informing local community and civic groups at various meetings
- Case studies and a list of program contacts
- A list of publications for further reading

Who Should Use This Handbook

The handbook is designed to be used by all public officials and volunteers who are involved in the planning, design and implementation of PAYT programs. The handbook should be kept in the possession of the chief PAYT program manager, but materials from it can be reproduced liberally, when necessary.

How to Use These Tools

If a Task Force is formed to evaluate PAYT as an option, use the Meeting Guide section to help plan meetings, determine possible guest speakers and distribute appropriate support materials throughout the process. In that case, the handbook should be kept by the chairman of the Task Force.

With or without a Task Force, the worksheets should be filled out by at least one public official responsible for the program. Several of the worksheets, particularly Worksheets #1, 4 and 5, should be filled out by various stakeholders and discussed at length.

The supplemental materials are designed for use by anyone who needs them. They provide excellent background and support material during the various planning and implementation stages and should be consulted throughout the process.

Also provided in this handbook is a disk that contains a PowerPoint presentation on PAYT. It is designed for use in the education and information phase of implementation. Customize the disk any way you choose to fit your needs, and then use the presentation to address local civic organizations throughout your municipality.

In the meantime, DEP is planning to develop a PAYT Mentoring Program; whereby a public official experienced in PAYT will be available to provide technical assistance during the planning stages. Be sure to keep in touch with DEP on this issue if you are interested in participating.

Also, feel free to consult the U.S. EPA's PAYT Web site at www.epa.gov/payt. Some of the materials included in this handbook are from the EPA Web site. There is a wealth of easily downloadable background material available from the site.

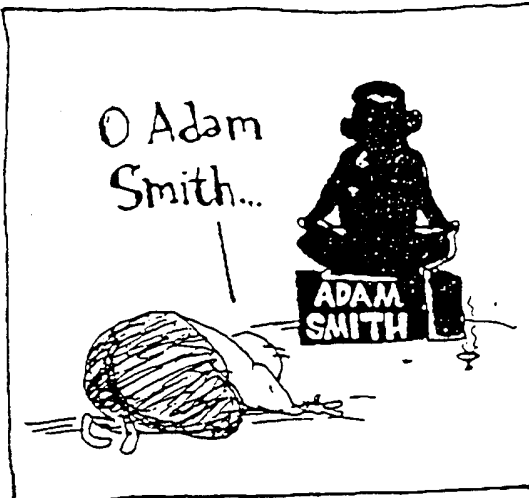
A copy of the DEP's guidelines for receiving a PAYT grant is included. The state is making start-up funds available to qualifying municipalities to cover initial start-up costs. The grants will be available on a first come, first serve basis.

Last, enclosed are evaluation forms. We would appreciate hearing your comments on what has worked, what hasn't worked, and how this handbook could be improved.

In the meantime, for more information, contact [Judy Belaval](#) or [Nan Peckham](#) at 860/424-3365.

Acknowledgements

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